

# Retention and Classification Report

**Agency:** Davis County School District (Utah). Bountiful Elementary School  
(1652)  
1620 South 50 West  
Bountiful, UT 84010  
801-402-1350

**Records Officer** Michelle Beus

85203	Monthly school report
85209	Payroll printouts
85202	Student testing files
85208	Timesheet cards

**AGENCY:** Davis County School District (Utah). Bountiful Elementary School

**SERIES:** 85203

3

**TITLE:** Monthly school report

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the agency copies of monthly reports submitted to the district office on the usage of school buildings by non-school organizations. They include dates, name of school, name of organization, date, total amount paid, amount, due to date, rent, custodian, amount paid during previous month (rent, custodian, any miscellaneous expenses), and the signatures of the principal and custodian.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school district staff. These are only copies. The record copy is maintained by the district office.

**AGENCY:** Davis County School District (Utah). Bountiful Elementary School

**SERIES:** 85209

3

**TITLE:** Payroll printouts

**DATES:** 1967-

**ARRANGEMENT:** Chronological, thereunder numerical by code number

**DESCRIPTION:**

These are computer printouts of payroll. From 1967 to 1978, the computer printout only included the budget number, employee number, and school number with additional information added by hand. This information included name of employee, pay code, position (title number), dates of absences, and remarks or specific reasons for absences. After 1978 the printout included account number, name of employee, pay code, check group, remarks, payroll date, days in period, absence dates, remarks, total number of hours, and signature of principal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the district's staff. The district office maintains the record copy of all payroll records. These are only convenience copies.

**AGENCY:** Davis County School District (Utah). Bountiful Elementary School

**SERIES:** 85202

3

**TITLE:** Student testing files

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the results of test scores from the Stanford Achievement Test. This test is given to kindergarten, third, fourth, fifth and sixth grades. They contain a district summary sheet, teacher level sheet by grade, a three-part administrators report (frequency distribution, range of scores, quartile of school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Davis County School District (Utah). Bountiful Elementary School

**SERIES:** 85208

3

**TITLE:** Timesheet cards

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by name of employee

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These time sheets document the number of hours worked by classified employees. They include employee's name, occupation, pay period (dates covered), social security number, signatures of employee and principal or supervisor, plus a calendar listing actual dates worked, days of week, and number of hours worked on a card. There is room for five weeks information on a card.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention reflects the provisions of the School District General Records Retention Schedule (1986).